DATE: July 3, 2003

TO: Records Management Distribution

FROM: Sharon Evelin
             Acting Departmental Records Officer, IM-11

SUBJECT: RM03-17, NARA Guidance for Coordinating the Evaluation of Capital Planning and Investment
             Control   (CPIC) Proposals

Below is a final version of the e-Gov, e-Records document from NARA for your information and use. The document, "Guidance for Coordinating the Evaluation of Capital Planning and Investment Control (CPIC) Proposals for ERM" (attached), provides the Records Management considerations to be incorporated during the creation and review of proposals for funding for electronic information systems and proposes a mechanism to ensure the Records Management staff has the opportunity to provide input into the development cycle.

Comments on the Guidance were solicited earlier this year and no additional comments are requested on it.

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-----Original Message-----
From: RM Communications [mailto:RM.Communications@nara.gov]
Sent: Tuesday, June 24, 2003 1:01 PM
To: Evelin, Sharon; Frey, Susan
Subject: NWM 21.2003 Guidance for Coordinating the Evaluation of Capital Planning and Investment Control (CPIC) Proposals for ERM Applications

June 23, 2003

NWM 21.2003

MEMORANDUM TO AGENCY RECORDS OFFICERS: Guidance for Coordinating the Evaluation of Capital Planning and Investment Control (CPIC) Proposals for ERM Applications

I am pleased to notify you that NARA has issued Guidance for Coordinating the Evaluation of Capital Planning and Investment Control (CPIC) Proposals for ERM Applications as part of the E-Gov Electronic Records Management (ERM) Initiative. The Guidance has been posted on the NARA web site at www.archives.gov/records_management/policy_and_guidance/cpic_guidance.html.

This guidance document is designed for use in the capital planning and investment control (CPIC) process to provide criteria by which IT proposals can be evaluated for ERM functionality and to select candidate systems for enterprise-wide deployment. One of its key points is that agencies should have their Agency Records Management staff review all CPIC proposals to determine if the system requires or includes ERM functionality and/or that functionality overlaps with the proposed enterprise ERM system.

The guidance document supplements guidance to agencies contained in Section 53 (Information technology and e-government) and Part 7 (Planning, Budgeting, Acquisition, and Management of Capital Assets) of the Office of Management and Budget's OMB Circular No. A-11, Preparation, Submission, Execution of the Budget.

This is the first of four planned documents being developed as part of the Enterprise-wide ERM Issue Area of the ERM Initiative. These documents are aimed at helping agencies understand the technology and policy issues associated with procuring and deploying an enterprise-wide ERM system.

LEWIS J. BELLARDO
Deputy Archivist of the United States